

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PSYCHIATRIST MANAGER

JOB DESCRIPTION

Employees in this job supervise the work of psychiatrists and may provide administrative supervision (i.e. formal written counseling, approve sick and annual leave requests, sign time cards, and orally reprimand) to other clinical professionals responsible for the treatment of patients in a state facility. The employee works within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of various medical services, including psychiatric services, training and research programs, and a knowledge of supervisory techniques and personnel policies and procedures.

There is one classification in this job.

Position Code Title – Psychiatrist Manager-1

Psychiatrist Manager 19

The employee serves as a first-level manager directing the activities of professional subordinate staff.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance of subordinate psychiatrists through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures that proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Acts in a consultant capacity for unusual and difficult cases.

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Treats medical, surgical, psychiatric, and neurological problems of patients.

Participates in the diagnosis and treatment of newly admitted, convalescent, and chronic patients.

Performs related work appropriate to the class as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 19 level.

Knowledge of the principles and practices of medicine, surgery, psychiatry, and neurology.

Knowledge of current theories, practices, current developments, and trends in the field of mental health.

Knowledge of the organization and operation of a mental health facility or clinic.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of fiscal planning and management as related to governmental activities.

Knowledge of training and supervisory techniques.

Knowledge of labor relations.

Knowledge of employee policies and procedures.

Knowledge of affirmative action policies, procedures, and resolutions.

Knowledge of equal employment opportunity practices.

Ability to diagnose and treat mental illness.

Ability to deal with emotionally disturbed children and adults.

Ability to supervise professional and non-professional medical, nursing, and technical support staff in the delivery of medical care.

Ability to interpret treatment programs to relatives and staff.

Ability to maintain favorable public relations.

Working Conditions

Most positions are located in a mental health or correctional facility; therefore, the work may involve the treatment of non-cooperative patients.

Exposure to illness and disease may also be inherent in the work.

Some jobs require travel.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Physical Requirements

The job duties require an employee to work under stressful conditions.

Education

Possession of a medical degree from an accredited school of medicine.

Experience

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Two years of experience as a psychiatrist in a mental health facility or clinic.

Special Requirements, Licenses, and Certifications

Possession of a license to practice medicine or osteopathic medicine and surgery in Michigan.

Positions in children's psychiatric hospitals will require board certification in child and adolescent psychiatry.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PSYCHIMGR

Job Code Description

Psychiatrist Manager

Position Title

Psychiatrist Manager-1

Position Code

PSYHMGR1

Pay Schedule

NERE-209